

# Meeting Room Usage Fees

## Glenvar, Hollins, and Vinton Branch Libraries

### Meeting Rooms

The Meeting Room Usage Fee is based on the type of organization using the room or the purpose of the meeting. Community rates apply to non-profits or civic organizations. Commercial rates apply to both for-profit organizations and not-for-profit or civic groups charging admission or accepting donations during the event. Meeting Rooms are not available for private event rentals or commissioned events.

Meeting rooms must be reserved for the entire time the Client is using the room, including set-up and tear-down.

All set-ups are the responsibility of the Client; the room must be returned to its original configuration at the conclusion of the meeting.

Payment of the Meeting Room Usage Fee is due before the meeting begins. For a series of rentals, payment for the first meeting is due when the reservation is made; each meeting payment after that is due before each successive meeting begins.

<u>Group Type</u>	<u>Vinton/Hollins</u>	<u>Glenvar<sup>1</sup></u>
Community	\$ 5.00 per hour	\$ 5.00 per room per hour \$ 7.50 combined per hour
Commercial	\$25.00 per hour	\$25.00 per room per hour \$40.00 combined per hour

### LCD Projector<sup>2</sup>

n/a	n/a	\$5.00 per hour
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### Computer Lab<sup>3</sup>

Community or Commercial	\$100.00 per hour	\$125.00 per hour
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### Use by Outside Government Agencies

Local, state, and federal governments outside of Roanoke County receive a 50% discount on stated fees.

<sup>1</sup>For larger groups, Glenvar has two meeting rooms that can be combined and used as one. See set-up diagrams to determine whether one meeting room or two is most appropriate.

<sup>2</sup>Client provides laptop

<sup>3</sup>Rate includes use of LCD projector and instructor PC. Client must bring presentation on USB drive.